

**Minutes of Meeting
Grafton Planning Board
December 12, 2011**

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A regular meeting of the Grafton Planning Board was held on Monday, December 12, 2011 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Bruce W. Spinney III, Vice-Chair Stephen Qualey, Clerk James Walsh III, Robert Hassinger and David Robbins. Staff present was Town Planner, Stephen Bishop and Assistant Planner Ann Morgan.

Chairman Spinney called the meeting to order at 7:01 p.m.

**ACTION ITEM 1-A – BOND REDUCTION, “BROOKMEADOW VILLAGE”
SUBDIVISION**

Mr. Bishop reviewed the memorandum outlining the request for bond reduction. The estimates were based on the standard formula used for subdivision projects with input from Graves Engineering. It was noted that reductions were for security held for Phases IA, IB, 2 and 4A.

MOTION by Mr. Hassinger, **SECOND** by Mr. Qualey, to reduce the bond currently being held as security to an aggregate amount of \$867,861.00, based on correspondence from Graves Engineering and the requirements of the Subdivision Rules & Regulations. **MOTION** carried unanimously 5 to 0.

Mr. Bishop noted that Mr. Greg Burrill, developer of Brookmeadow Village subdivision was present in the audience. Mr. Bishop commended Mr. Burrill on his consistently professional manner in completing the subdivision.

Mr. Burrill provided the Board with a brief status report on the progress to date. He noted that the subdivision is approximately one third (1/3) sold and occupied. They continue to complete subdivision improvements such as granite curbing, sidewalks, grass strips and street trees as the lots are developed instead of waiting until the end of the project to complete these things all at once. He noted that they continue to provide street sweeping and catch basin cleaning services. In addition they have completed the final work item relating to the ball field – a well and its foundation.

Mr. Hassinger asked about street lights. Mr. Burrill stated that all the lights along Taft Mill Road have been installed as well as lights at all intersections with Brookmeadow Lane. All these lights are working.

**ACTION ITEM 1B – CONSIDER DECISION, SITE PLAN 3011-1, UNIBANK FOR
SAVINGS, 89 WORCESTER STREET**

Mr. Hassinger asked if there were any omissions on the site plan. Mr. Bishop stated no, that all was in order.

MOTION by Mr. Qualey, **SECOND** by Mr. Walsh, to make favorable Findings for #F1 through #F17. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mr. Qualey, to make favorable Findings for #F18 through #F20. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to grant Site Plan Approval 2011-1 with the Findings and Conditions as discussed. **MOTION** carried unanimously 5 to 0.

DISCUSSION ITEM 2A – WORKSHOP DATES & TOPICS

Mr. Spinney noted that he had received a request from Selectman John Dowling to consider a zoning map adjustment as part of the January 23, 2012 Board workshop.

Mr. Dowling distributed two maps to the Board outlining the topic for discussion. He reviewed the work he has completed to date which includes realigning the Community Business zone line in the Worcester Street area. The original zoning line was created through a scale system whereby the line would reach back “x” number of feet from the center of Worcester Street. The newly digitized zoning map adopted at Town Meeting in 2009 shows that the original line is splitting some lots which has, in at least one instance, led to confusion and hardship for the property owner. Mr. Dowling is proposing that the zoning line now be reflective of the property lot lines while maintaining the integrity of the zoning district.

Mr. Hassinger noted that this isn’t the only area in town where the zoning lines were in conflict with the property lines and that this type of effort may be necessary for other areas. He further stated that this type of proposal would require public outreach as well as review by Town Counsel.

Mr. Dowling noted that he had reviewed the concept with Principal Assessor Jennifer O’Neil and Building Inspector Bob Berger and that he was expecting that there would be more coordinating and outreach before anything could be decided. Mr. Hassinger further suggested that Mr. Dowling review his proposal with the Zoning Board of Appeals.

Mr. Robbins agreed that split zoning on a lots can be problematic for property owners. He noted that property ownership does change and that zoning line changes rarely occur. Mr. Hassinger asked if Mr. Dowling had contacted the property owners whose zoning status would change by adjusting the line. Mr. Dowling stated, no, he had not approached any property owners yet because he was just starting to discuss the proposal in public forums. Mr. Walsh and Mr. Hassinger both stressed the importance of working with the property owners as well as a strong public outreach and awareness campaign.

Mr. Hassinger asked about a time line for the project. Mr. Dowling stated that he wanted to present and discuss this officially at the January 23rd Planning Board workshop and present it in other public forums during the late winter and early spring. It was his hope to present it to the Spring 2012 Town Meeting.

The Board agreed to place this on the agenda for the January 23 workshop. Mr. Dowling asked the Board to forward any comments or questions in advance so that he could come as prepared as possible.

3. STAFF REPORT

Mr. Bishop stated that the Planning Department staff continues to develop presentation materials for the upcoming Mixed Use Zoning proposal for South Grafton specifically in the area along Main Street (Route 122A) and Depot Street. This material will be presented at the January 23, 2012 Planning Board workshop and will include time lines, refined zone lines, a public outreach program and additional lot and use change analyses. If all goes according to plan, the staff would like to begin its public outreach effort in late Winter 2012.

Mr. Bishop provided a construction update on the Mill Villages Park. The pavilion is presently framed up and the contractor is working on installing the roof decking. In addition they will make all the necessary utility connections to the pavilion such as cable and electricity. It is hoped that the work would be completed within a couple of weeks.

Mr. Bishop expressed concern and dismay in the progress, or lack thereof, made by the contractor over the past couple of months. However, the installation of the pavilion is seen a major milestone.

Mr. Walsh noted that he has been following the progress of the park and drives by it frequently to see what has been accomplished. He noted that after years of this being a blank and deserted stretch of road that it was impressive to see structures, lights and sidewalks.

Mr. Bishop noted that the Planning Department had received a comment from a concerned citizen regarding the lighting on the site which, in their opinion, was too bright, was on all the time and was wasteful. Mr. Bishop stated that there were installing problems in the beginning and that the lights did not shut off during the day. The problem has been fixed and the lights now are light sensitive to go on at dusk and turn off at day break regardless of the season or length of day. It was noted that it may take some time for the nearby residents to adjust to the additional night time lighting in the neighborhood but that adequate park lighting was necessary for safety and security reasons.

5. MINUTES OF PREVIOUS MEETING(S)

The Board review the minutes from the November 14, 2011 Board meeting. Mr. Qualey noted a correction on page 1 in reference to the square footage of the proposed Unibank building. The text was corrected to read “3,000 square foot”.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to approve the open session meeting minutes of November 14, 2011 as drafted and revised. **MOTION** carried 5 to 0.

MOTION by Mr. Walsh, **SECOND** by Mr. Qualey, to approve the open session meeting minutes of November 28, 2011 as drafted. **MOTION** carried 5-0.

6. CORRESPONDENCE

Mr. Spinney stated that he had received email correspondence regarding the Library vote as it pertains to the Nelson Memorial Library. He noted that Town Counsel had reviewed the conditions of the Trust and determined that nothing in the current vote to expand the Center Library would cause the Town to lose either the Nelson Memorial Park or Memorial Library. He noted that this has been a point of confusion and that voters should know that Town Counsel has addressed the issue. Mr. Hassinger noted that the outcome of the vote would have no impact on the Nelson Memorial Library as it is not part of the proposed expansion and that the Nelson Memorial Library is no longer an operating branch of the Grafton Public Library system.

Mr. Spinney further noted that the polls would be open from 8:00 a.m. to 8:00 p.m. and that all precincts will vote at the Grafton Elementary School on Millbury Street on Tuesday, December 13th.

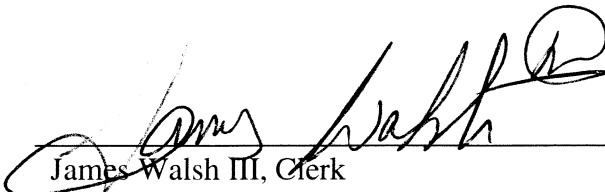
13. ADJOURNMENT

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins to adjourn the meeting. **MOTION** carried unanimously.

The meeting was adjourned at 7:38 p.m.

EXHIBITS

- **Item 1A: Bond Reduction – “Brookmeadow Village” Subdivision**
 - Memorandum, Bond Reduction Recommendation for the Brookmeadow Village Subdivision, dated December 9, 2011, 1 page.
- **Item 1B: Consider Decision – Site Plan 2011-1, Unibank for Savings, 89 Worcester Street**
 - Draft Decision, dated December 8, 2011, 8 pages.
- **Item 2A: Workshop Dates and Topics – Community Business Zone / Worcester Street**
 - GIS Map, Community Business District from Wheeler Road to Providence Road, revised 11/28/11, 2 pages.
- **Item 5: Draft Meeting Minutes**
 - Grafton Planning Board, November 28, 2011, 4 pages.



James Walsh III, Clerk